

## FORT KNOX TELEVISION PRODUCTION WORKSHEET

1. **TITLE:** \_\_\_\_\_
2. **SERIES TITLE AND PART:** \_\_\_\_\_  
(If the production starts or is part of a series, enter the title of the series, and the part number (e.g., part 2 of 5). If the production is not part of a series, leave blank.)
3. **PURPOSE:** \_\_\_\_\_
4. **PRESENTATION SCENARIO:**  
(Answer each of the following six questions. Describe the context in which you as the Office of Primary Responsibility (OPR) intend that the production be used)
  - a. In what setting(s) do you as OPR intend that the production be viewed? (Check all that apply)
    - \_\_\_ Classroom (Group of 18 soldiers)
    - \_\_\_ Operational Environments
    - \_\_\_ Unit Common Areas
    - \_\_\_ Auditoriums
    - \_\_\_ Offices
    - \_\_\_ On an individual basis
    - \_\_\_ In small groups
    - \_\_\_ By large numbers of viewers simultaneously
  - b. Over how long a period of time do you as OPR intend that the production remain in active use? (Check one)
    - \_\_\_ Only during one specific week
    - \_\_\_ For approximately two years
    - \_\_\_ Subject to periodic review
    - \_\_\_ Indefinitely
  - c. What method of delivery do you as OPR have in mind? (Check one)
    - \_\_\_ Closed-circuit TV
    - \_\_\_ Large-screen projector
    - \_\_\_ Rollabout VCR and TV
  - d. Is viewing meant to be accompanied by something?
    - \_\_\_ Reading a handout
    - \_\_\_ Reviewing a checklist
    - \_\_\_ Practice
  - e. Alternatively, do you as OPR intend that viewing would be a complete, stand-alone communication experience, by itself capable of achieving the OPR's purpose?

\_\_\_ Yes  
\_\_\_ No

5. **DESCRIPTION SYNOPSIS:**

(Use substantive words or phrases to describe the thrust of the production. Answer the questions who, what, when, where, and why to write the synopsis)

6. **PRODUCTION OBJECTIVE (Check one):**

(Select the objective which best represents the category of the production. For example, if the production is being made to train personnel on the maintenance of a tank, then EDUCATION AND TRAINING would be selected. If the production is about a new treatment being developed at Walter Reed Army Medical Center for a medical condition, then MEDICAL would be selected. If you select 'Other,' then explain)

- \_\_\_ Education and Training
- \_\_\_ Internal Information
- \_\_\_ Public Information
- \_\_\_ Recruiting
- \_\_\_ Research, Development, Test and Evaluation
- \_\_\_ Intelligence, Reconnaissance, Criminal Investigation
- \_\_\_ Combat Readiness
- \_\_\_ Installation Support
- \_\_\_ Medical
- \_\_\_ Other

7. **PRIMARY AUDIENCE:**

(Describe the intended audience, e.g., non-commissioned medical personnel at Bethesda Naval Hospital, enlisted combat engineers throughout the Army, aircraft maintenance personnel working on the F/A-18, supply and logistics personnel in a position to influence use of the IMPAC card)

8. **SECURITY CLASSIFICATION (Check one):**

(Security Classification of the product. Select one. If you select 'Other,' then explain in block 14, 'Comments,' referring to the field number when entering data)

- \_\_\_ UNCLASSIFIED
- \_\_\_ CONFIDENTIAL
- \_\_\_ SECRET

\_\_\_ TOP SECRET  
\_\_\_ OTHER (EXPLAIN IN BLOCK 14)

THE FOLLOWING SIX ENTRIES INCLUDE INFORMATION ABOUT THE REQUESTOR:

9. **E-MAIL ADDRESS:**

10. **FAX NUMBER:**

11. **TELEPHONE NUMBER:**

12. **POSITION:**

13. **RANK:**

14. **HEAD OF ORGANIZATION:**

15. **COMMENTS:**

(Free text space for remarks. Also, in fields 5, 7, 11 & 16 requiring comments for OTHER boxes, use COMMENTS, referring to the field number when entering data for that specific field)

---

---

---

16. **DISTRIBUTION MEDIUM:**

(Check the appropriate medium the production will be initially distributed in. For example: VHS, CD, DVD, Broadcast)

VHS \_\_\_ CD \_\_\_ DVD \_\_\_ Broadcast

17. **INITIAL DISTRIBUTION LIST.**

(Number of copies and organization(s) that will receive copies. If large list, please attach)